Cover Letter

To Project Director, SMTA

Dear Sir,

I am offering my service for the position of "**Office Assistant**" in **Sindh Mass Transit Authority** Office Block 2, Clifton - Karachi

If I get the job I work smart for my better career in future.

I,ll be looking forward to your response.

Please give me opportunity to job.

Thanks

Regards:
SHAHNAWAZ

SHAHNAWAZ CV

Email shanawazshani666@gmail.com
Contact No.+ (92) 0334-3674754 Whats App + (92) 0321-2069093

Objective

- Seeking a challenging position to engage in a career that will allow for progress in terms of skills and development through application of academic education for professional growth as well as growth of the company

Personal Information

- **Name :** SHAHNAWAZ
- **Father Name :** SHAHID Javed (Late)
- **Date of Birth:** 05-10-1989
- **CNIC** 42201-3759292-7
- **Address:** Flat No A1 1st Floor AL Hamra Garden Block 7 Gulshan e Iqbal 75300 Karachi.
- **Domicile:** Karachi East
- **Nationality:** Pakistan

Academic Qualification

- Matriculation in **2007** from Trinity Private School.
- Intermediate in **2012** from Board of Intermediate Education Karachi.
- Bachelor of Commerce (**B.Com**) 2nd Division in **2019** from Karachi University.

Professional Qualification

- One year Diploma in CIT from Aligarh Institute of Technology Karachi (Complete in 2012).

Skills

- MS word
- MS Outlook
- Network/Hardware Solutions
- MS Excel
- Windows Installation

Experience

- 1 year of Experience as Customer Service Representative in **e Nexus Call Center** from (Feb 2014 - Jan 2015) (Contract Base)
- 2 years of Experience as Computer Operator in **Adorn Communication** from (Jan 2016- Dec 2017)
- 4.8 years of Experience as Office Assistant in **Global Technology Pvt Ltd** from (Feb 2018 - Oct 2022) (Contract Base)

References

- Reference can be gladly furnished if required.

Sl. No. V - 044813

Roll No. 451859

Board of Secondary Education, Karachi

Secondary School Certificate Examination, 2007

SCIENCE GROUP

Certified that SHAHNAWAZ

Son/Daughter of SHAHID JAVED

whose date of birth is FIFTH OCTOBER one thousand nine hundred EIGHTY-NINE has duly passed the Secondary School Certificate Examination held in the month of MARCH 2007 as a REGULAR Candidate in the subjects mentioned below and has been placed in GRADE D He/She obtained 358+13 Marks.

COMPONENT I	COMPONENT II
SINDHI SALEES	MATHEMATICS
URDU NORMAL	BIOLOGY
ENGLISH	PHYSICS
PAKISTAN STUDIES	CHEMISTRY
ISLAMIAT	

PHOTOCOPY ATTESTED

TAUFEEQ MUHAMMAD GHOURI
OATH COMMISSIONER
KARACHI - PAKISTAN

COMPONENT III

He/She offered XXXXXXXXXXXXXX as Vocational Subjects and has been awarded grade XXXX by his/her Institution on the basis of Internal Assessment.

DATED 07-02-2009

(PROF. ASIF PASHA SIDDIQUI)
Secretary

Note: This certificate is issued without alteration or erasure.
Please also see on the reverse.

B.I.E. B426813

ROLL NO. 242211

بورڈ آف انٹرمیڈیٹ ایجوکیشن کراچی

BOARD OF INTERMEDIATE EDUCATION KARACHI

Higher Secondary Certificate 2012

This is to certify that Shahnawaz

Son/ Daughter of Shahid Javed

has successfully completed the **HIGHER SECONDARY CERTIFICATE EXAMINATION** *of this Board in* Commerce *Group held in the month of* May. 2012 *as a* **Regular/Private Candidate** *in the subjects mentioned below and has been placed in* D **GRADE** *by securing* 506 **MARKS** *in the Aggregate of 1100/1200/200.*

(a) Compulsory Subjects:

1. *Urdu* — Normal I & II / Easy I & II / N.M.T./ Sindhi / History and Culture of Pakistan / Pakistan Studies (For Foreigners)
2. *English* Normal | Advance
3. *Islamic Education/ Civics (c)*
4. *Pakistan Studies (c)*

(b) Elective Subjects:

5. Principles of Commerce (Banking)
6. Economics & Commercial (Geography)
7. Accounting

Karachi, Pakistan
Dated, the 15th April 2017

SECRETARY

(This Certificate is issued without any alteration or erasing.)

Seat No. 810289 — سیٹ نمبر ۸۱۰۲۸۹

Rs.1000
HIGHER EDUCATION COMMISSION
PAKISTAN
2667134
ATTESTED

SYED AFAQ AHMED
Deputy Director (Attestation)
Higher Education Commission
Regional Center, Karachi
20 JUL 2022

کراچی یونیورسٹی
University of Karachi

FACULTY OF MANAGEMENT & ADMINISTRATIVE SCIENCES
کلیہ انتظامی و نظمیاتی علوم

Bachelor of Commerce
بی۔کام

Whereas SHAHNAWAZ S/0 SHAHID JAVED has pursued a course of study prescribed by this University for the Degree of Bachelor of Commerce in the Faculty of Management & Administrative Sciences and has passed the requisite Annual / Supplementary examination of 2019, held in 2019, having been placed in SECOND class.

It is hereby certified that he/she has been duly admitted to the degree of Bachelor of Commerce in this University.

Registrar — Vice - Chancellor

Dated Karachi, the 28 TH DECEMBER 2020

Note :- Detailed transcripts of examination results have been issued separately.

ہرگاہ شاہنواز ولد شاہد جاوید نے کلیۂ انتظامی و نظمیاتی علوم کے تحت بی کام کی سند کے لیے اس جامعہ کے منظور کردہ نصاب کی تکمیل کر لی ہے اور مطلوبہ امتحان سالانہ / ضمنی ۲۰۱۹ منعقدہ ۲۰۱۹ میں کامیاب ہوکر دوم درجہ حاصل کرلیا ہے،

لہٰذا تصدیق کی جاتی ہے کہ انھیں اس جامعہ میں بی۔کام کے درجہ پر فائز کیا گیا۔

خالد عراقی — شیخ الجامعہ

عبدالوحید — مسجل

کراچی، بتاریخ ۲۸۔ دسمبر ۲۰۲۰

امتحان کے مضامین اور حاصل کردہ نشانات کی تفصیلات علیحدہ جاری کی گئی ہیں۔

ALIGARH INSTITUTE OF TECHNOLOGY
KARACHI
(Affilated with Sindh Board of Technical Education Karachi)

SINDH BOARD OF TECHNICAL EDUCATION

Batch Code - CDP 103

Certification of Diploma in C.I.T

This is to Certify that MR. SHAHNAWAZ S/o Shahid Javed

He has Completed the prescribed One Year Diploma Program of C.I.T

which Include MS Office Network Hardware Troubleshoot of System Windows Installation etc.

This Diploma Session Starts from Jan 2012 to Dec 2012.

He Has been Examined & found Sucessful in Completion of Diploma in CIT.

& is placed in Grade "B" of 61% of Total Marks 300 out of which he gained 198 Marks.

The Certificate is Awarded & issue on 31-Dec-2012.

Instructor (Mr.Shahid Jamal)

Head of Institute

Chairman
Sindh Board of Technical Edu Khi

Adorn
Communication

Certification

This is to Certify that Mr.Shahnawaz was working at Adorn Communication as Computer Operator from Jan 11-1-2016 to Dec 31-12-2017 During this Period, his services were found to be Satisfactory in carrying out of the following Duties:

Typing Data & Check data for errors.
Save Records of Employees information in Computer System.
Check Computer for malfunctions.
Check email or forward as required.
Install Windows Download Required Softwares.
Search For Softwares Apps of Andorid.

We wish him all the best in his future.

HR Manger Adorn Communication

Adorn Certified

Adorn
Communication
Dealing in PABX & Intercom Network Services

Certificate Issue on 02-1-2018

Global Technology (Pvt) Ltd
Facilitate Customer with care

Certification

Certified that Mr. Shahanwaz S/o Shahid Javed has working for position of "Office Assistant" in *Global Technology (Pvt) Ltd.* from (Feb 2018 - Oct 2022) For period of 4.8 years (Contract Base)

He perform following services.

Typing in MS word or amounts figures in MS Excel Sheets.
Monitor incoming email and answer or forward as required.
Check Stationery items of Office.
Fax, scan and copy documents.
Answer phone Calls of Office & transfer to the appropriate staff member.
Coordinate messenger and courier service.

Satisfy with his work & hope he get more new opportunities.

Executive Officer Mr. Amir Global Technology Pvt Ltd.

APPENDIX XIV
FORM P-1

No. 12203/08

The Pakistan Citizenship Act 1951 (II of 1951) and rule made thereunder(Vide Rule 23)

CERTIFICATE OF DOMICILE

Whereas SHAHNAWAZ S/o, D/o, W/o. SHAHID JAVED
(in block letter) (in block letter)
has applied for a certificate of domicile under the Pakistan Citizenship Act (I) of 1951 alleging with respect to himself / herself the particulars set out below, and has satisfied the undersigned that the condition laid down in ... of the Act, for the grant of a certificate of domicile and fulfilled by the said SHAHNAWAZ case

Now in pursuance of power conferred by said Act and rule made thereunder the undersigned hereby grant to the said SHAHNAWAZ this certificate of domicile.

In witness where of I have hereto subscribed my name this ... day of 26/03/08

WASEEM
Deputy District Officer
Name: Jamshed Town
For District Coordinator Officer
City District Government Karachi

CITY DISTRICT GOVERNMENT

PARTICULARS RELATING TO THE APPLICANT

Full Name: SHAHNAWAZ
Father's Name: SHAHID JAVED
Address in Pakistan: 36/B, FLAT NO.106, GROUND FLOOR, ROSE LAND SCHOOL, DOLLI KHATA SOLDIER BAZAR, KARACHI
Address in country outside Pakistan
Place of Domicile: Karachi UC No. ... Town "(JAMSHED TOWN)"
Date of arrival in place of Domicile: SINCE BIRTH "(05-10-1989)"
Married/Single/widow/Widower: Un married
Name of Wife or Husband
Name of Children and their ages: NIL

CITY DISTRICT GOVERNMENT OF KARACHI
District Coordination Officer

PHOTOCOPY ATTESTED
TAUFEEQ MUHAMMAD GHOURI
Oath Commissioner
Karachi
TAUFEEQ MUHAMMAD GHOURI
OATH COMMISSIONER
KARACHI - PAKISTAN
20/11/17

Trade of Occupation: STUDENT
Marks Of identification: PHOTO ATTACHED
N.I.C. No: 42201-3759292-7

Place Designation ....
Place Karachi ....

PAKISTAN National Identity Card

ISLAMIC REPUBLIC OF PAKISTAN

Name
Shahnawaz

شاہنواز

Father Name
Shahid Javed

شاہد جاوید

Gender	Country of Stay
M	Pakistan

Identity Number	Date of Birth
42201-3759292-7	05.10.1989

Date of Issue	Date of Expiry
28.04.2016	28.04.2026

Holder's Signature

موجودہ پتہ: گھر، کاروان، گلشن اقبال، فلیٹ نمبر A-1، سٹریٹ
نمبر 3، B/13، بلاک 7، کراچی شرقی

42201-3759292-7

مستقل پتہ: گھر، کاروان، گلشن اقبال، فلیٹ نمبر A-1، سٹریٹ
نمبر 3، B/13، بلاک 7، کراچی شرقی

103381115908

Usman Y. Mobin
Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں